



Coursework assessment guidelines and instructions

Advanced Diploma units:
(820) Advanced claims
(930) Advanced insurance broking
(960) Advanced underwriting
(990) Insurance corporate management
(992) Risk management in insurance



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Important note:

It is essential that you fully familiarise yourself with the content of this document before commencing work on or submitting an assignment. Failure to follow the guidance and instructions could result in you failing this unit.

Coursework assessment overview

The following guidance notes apply to the coursework assessment option for the following Advanced Diploma in Insurance units:

- (820) Advanced claims
- (930) Advanced insurance broking
- (960) Advanced underwriting
- (990) Insurance corporate management
- (992) Risk management in insurance

This option involves the submission of three written assignments, all of which must be successfully completed to achieve a pass. 'Successful completion' is where you obtain a minimum of 50% of the available marks for each of the three assignments. There is no exam element with this course.

Upon successful completion a pass in the unit will be added to your CII examination record together with 30 Advanced Diploma level credits.

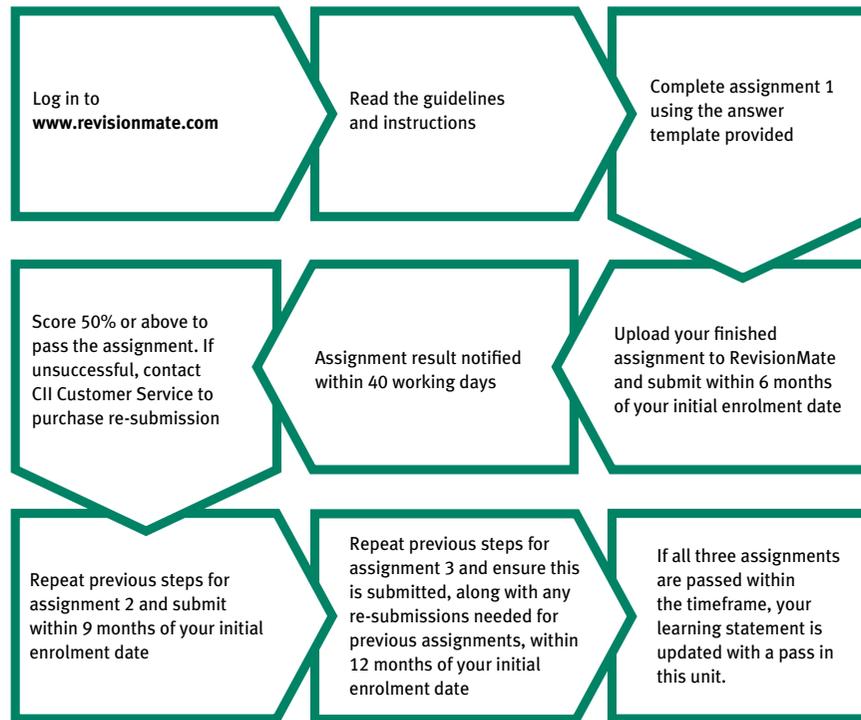
Coursework assessments involve the application of knowledge to work-related questions. They require you to explore issues in the workplace relevant to the unit for which you have enrolled. The aim is that you should thereafter be able to apply this learning in the workplace.

In order to be eligible to pass the unit, all three assignments must be completed and submitted within the twelve month enrolment period. Mid-term submission deadlines also apply to your submission of assignments one and two – please read the following guidance carefully to ensure you aren't disadvantaged by missing a deadline.

Should you fail to complete and pass all three assignments within the 12 month enrolment period, your exam record will be updated with either a 'Fail' or 'Timed out' for this unit, and we will contact you to discuss further options for completing your studies.

What does coursework involve?

The process is outlined in the flow diagram below:



All three assignments must be successfully completed in order to achieve a pass in a unit.

Coursework assignments vary in their requirements. You may have to write a report, produce a paper or speech depending upon the question and the topics being assessed.

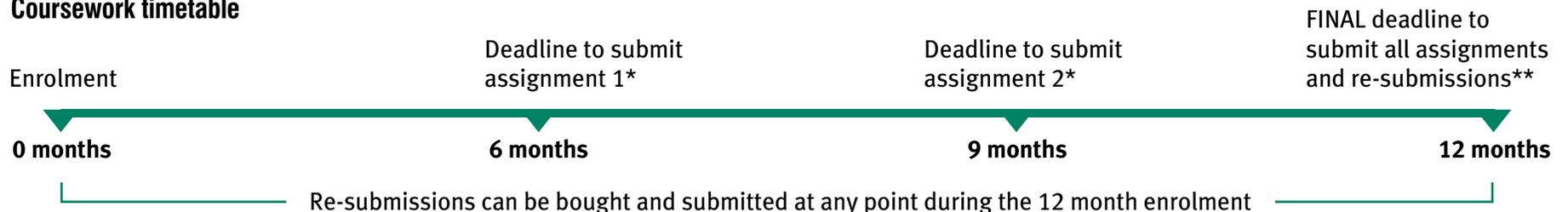
A minimum of 40 marks (50%) must be obtained for each assignment. Results will take the form of either 'Pass' or 'Fail'.

Notification of your result in each assignment will take up to 40 working days from the date of submission.

In the event that you fail an assignment two options exist:

1. Submit a reworked assignment. During 2014 an additional fee of £122/£164 member/non-member is payable. A 40 working-day marking period will apply to re-submissions. Two re-submissions per assignment may be made. All re-submissions must be completed and submitted within the twelve month enrolment period.
2. Request a review of the marking of your assignment. Each assignment is restricted to one review. An additional fee of £81 and a 35 day review period applies. Details are available at www.cii.co.uk/courseworkpolicies

Coursework timetable



* You are encouraged to submit well before this deadline to ensure you complete the course in time. If you submit your assignment after this deadline, your assignment will not be marked and you will automatically receive a 'Timed out' notification for this assignment. You will need to purchase a re-submission to continue with the course.

** If you fail to complete and pass all three assignments (including any re-submissions necessary) your exam record will be updated with either a 'Fail' or 'Timed out' for this unit, and we will contact you to discuss further options for completing your studies.

Coursework marking criteria

The coursework assessor will assess the three items of coursework on the basis of:

- **Knowledge and understanding of the topic (30%)** – this is the factual foundation of the assignment. The essential facts should be accurate and broad enough in their scope to allow further application.
- **Application and analysis of the topic (50%)** – this is the way in which you analyse/examine the factual information and how you interpret this information to add value to your answer (this could be in the form of conclusions, solutions, recommendations, etc.). It is also important to remember that the assessor must logically be able to follow the information in assignment submissions.
- **The structure in terms of logic and coherence (10%)** – submissions should have a clear start and a clear end. Information within submissions should also be logical and well grouped.
- **The use of relevant work examples and/or examples gained from further reading (10%)** – suggestions for further reading are contained within the study text and shown on the unit syllabus. These reading lists are not exhaustive and candidates are encouraged to read further.

This table contains a detailed breakdown of the assessment methodology:

Knowledge and understanding (includes accuracy and completeness of facts) Mark weighting 30% of the 80 available marks			
Almost all points of content identified and clearly explained	Most points of content identified and described in some depth	Some points of content identified	Few points of content identified
19–24 marks	13–18 marks	7–12 marks	6 marks or fewer
Application and analysis Mark weighting 50% of the 80 available marks			
Deep understanding shown of the underlying concepts and their application	Essential understanding shown of underlying concepts and their application	Restricted understanding shown of the underlying concepts and their application	Little understanding shown of the underlying concepts and their application
31–40 marks	21–30 marks	11–20 marks	10 marks or fewer
Coherent structure Mark weighting 10% of the 80 available marks			
Answer is coherently structured	Answer is mostly coherently structured	Answer is limited in coherent structure	Answer is insufficiently coherent in structure
7–8 marks	5–6 marks	3–4 marks	2 marks or fewer
Evidence of the use of relevant examples and/or further reading to support answers Mark weighting 10% of the 80 available marks			
Considerable evidence demonstrated of the use of relevant examples and further reading to support the answer	Evidence demonstrated of the use of relevant examples and further reading to support the answer	Little evidence demonstrated of the use of relevant examples and further reading to support the answer	Very little evidence demonstrated of the use of relevant examples and further reading to support the answer
7–8 marks	5–6 marks	3–4 marks	2 marks or fewer

Note: Feedback on the basis of the marking grid will be given to all candidates.

Completing coursework assignments

Assignments one to three should be submitted sequentially, in advance of the deadlines laid out on page 4.

The CII study text for the unit provides the foundation for your studies, although you will need to supplement your knowledge with wider reading.

The assignments have been designed to allow you to interpret and apply information within the context of your workplace or a workplace with which you are familiar. It is very important that you read the study text and undertake additional reading and that you include relevant examples in your answers.

Each assignment submission should be a maximum of 3,200 words. There is no minimum word requirement but, in order to answer the assignment in full, we would typically expect an answer to be in the range of 2,800–3,200 words. The word count does not include diagrams (which you are free to use in your answer); however, it does include text contained within any tables you choose to use.

The reference list is not included in the word count.

You are required to use the typeface Arial (size 11pt).

We recommend that you study the specimen coursework assignment question and answer paper that is available for your selected unit. This can be found in the assignment centre on RevisionMate – details on how to access this can be found on page 10. This indicates the style of question that will be asked and the depth of answers required.

We recommend that you use headings, bullet points, graphs and diagrams where relevant to enhance readability and the quality of your work.

The assignments must be your own work and, in submitting them, you are declaring the originality of your work. For this reason important rules apply to the **referencing** of your coursework and in respect of possible **plagiarism** and **collaborative** working. Full details on each of these are provided on page 8.

It is essential that you adhere to these rules when completing your coursework. Failure to do so will result in penalties being applied which could include not only exclusion from this unit but from all CII examinations.

Please note that you do not need to wait to receive your results from one assignment before you submit the next, although you may wish to do so to benefit from the feedback you will receive with your results. Please bear in mind however that there will be up to a 40 working day turnaround to receive your results, and you will need to ensure that you have enough time to complete the next assignment before your next deadline.

A unit pass will only be awarded where all three coursework assignments are successfully completed.

Study support

As part of your study enrolment you will gain access to the following study support:

- **Exam unit syllabus** – this sets out the learning outcomes that will be assessed in the coursework and lists other published material in the form of additional reading, reference works and periodicals.
- **Hardcopy study text** – this breaks down the exam syllabus into concise sections, with each chapter containing clearly defined learning outcomes and a series of self-test questions.
- **Electronic study text** – an online version of your study text on RevisionMate.
- **Study text updates** – updates for 12 months from the date of purchase.
- **Specimen coursework assignment and answer** – guide as to the style and format of coursework questions and the depth and breadth of answers sought by examiners.
- **How to approach coursework assignments** – additional guidance on how to plan and write a successful assignment

- **Explaining your results notification** – additional guidance to ensure you gain the most from your feedback.
- **Course chat and discussion forums** – discuss issues relating to the unit content with other students using the online chat and discussion forums. You may not discuss the content of assignments on this forum.
- **Study planner** – a tool to help you plan your studies and the timely completion and submission of the assignments.

With the exception of the hardcopy study text, all of the above are accessible online at www.revisionmate.com the CII's online qualification study tool – see page 10 for details.

Important note: RevisionMate caters for candidates enrolled to study on an examination or a coursework basis. You should therefore disregard the guidance and support services relating to the sitting of an examination.

Rules for ensuring the originality of submitted work

CII coursework is assessment undertaken outside of an examination environment in 'open book' conditions. This means that, as you prepare your answer, you can draw upon available learning and use reference material. However, the work you submit must be your own. You must not copy work from other sources and, where you draw on other work, you must fully reference this.

Sections of text must not be lifted from the study text. Anyone found to be copying text will have marks deducted, depending on the severity of the case.

Further, while you may study with others, your answer must be your own work. Detailed guidance on these matters can be found below.

We acknowledge that you may undertake joint study with colleagues or as part of a formal training programme. However, working with another person to write assignments is not permitted. Your answers must be your own and in your own words. Under no circumstances should you allow another individual access to any of your assignment answers. If plagiarism is suspected this will be investigated. Copying from another person will result in penalties being applied.

Penalties include being excluded from the exam unit in question through to being excluded from all CII examinations. Names of those found guilty will also be published. The exact penalty to be applied will depend upon the exact nature of the transgression. Details of the CII's standard policy on these matters can be found at www.cii.co.uk/courseworkpolicies

Please note all assignments will be subject to plagiarism software checks. Read Appendix 1 for full details on plagiarism and how to use quotations, paraphrasing and referencing in your work.

Accessing and submitting coursework assignments

Coursework assignments are accessed and submitted online.

Follow this four-step process to login:

- Go to **www.revisionmate.com**
- Use your CII Permanent Identity Number (PIN)* as your login name
- Use your surname as your password (all in lower case and omit any hyphens or apostrophes)
- Click 'Login'

* You can find your CII PIN on any communication sent to you by the CII or by calling CII Customer Service on +44 (0)20 8989 8464.

Your coursework assignments are listed on the homepage in the 'My subjects' list (e.g. '930 Coursework', followed by the period in which you enrolled). When selected, this has two sections: Coursework information and Assignment centre.

Coursework information

In this section you will find:

Assignment overview	A diagrammatical overview of the coursework process from enrolment to completion of the online assessment
Guidelines & instructions	<p>Guidelines and instructions – An online copy of the information contained in this document</p> <p>How to approach coursework assignments – additional guidance on planning and writing a successful assignment</p> <p>Finding and evaluating sources of information – additional guidance on finding reliable sources of information for your assignment</p> <p>Explaining your results notification – a key to better understanding the feedback given with your results so you know where the areas of improvement are for your next assignment</p>
Course chat	An online chat area (it is not permitted to discuss the content of any online assignments on this forum). This forum is continuously monitored
Questions	A list of frequently asked questions about coursework assignments

Assignment centre

In this section you will find:

Specimen coursework assignment question and answer	A sample question and answer to help you gauge the depth and breadth of answers sought by examiners
Assignments	The three compulsory coursework assignments for the unit on which you have enrolled
Answer templates	The template documents that you must use to type your answers on
Submissions	These links provide you with the ability to upload your completed assignments and confirm you wish to submit them for marking by the assessor

Help using the online system

Each of the features listed above is accompanied by further instructions online. However, if you have any difficulty gaining access to the site, or questions relating to site functions, please contact **revisionmateadmin@cii.co.uk** or use the 'contact us' button on site. General online assessment queries should be directed to CII Customer Service at **customer.serv@cii.co.uk**. These sources of help are available from Monday to Friday between 9.00 am and 5.00 pm (GMT).

Appendix 1 – Plagiarism and referencing

Plagiarism

It is important to understand what plagiarism is and how it can be avoided. The Joint Council for Qualifications (JCQ) defines plagiarism as: “Unacknowledged copying from published sources (including the internet) or incomplete referencing”.

The following also constitute plagiarism:

- Copying sections of work from another person such as a friend or colleague.
- Having another person such as a friend or colleague dictate something to you.
- Copying and pasting from the internet without citing the source.
- Copying directly from a study text or other reference material quotation without citing the source.
- Paraphrasing without including reference to the source of the paraphrase.

Within the text of your assignments you should use the following formats to attribute work to its author(s).

Quotations

When using quotations from books, websites or journal articles you should cite the author and the year of publication then use the quote in quotation marks, as below:

As Crystal (2006) points out: “Learning vocabulary is always a matter of building up fields of words.”

If, however, you would like to use a longer example than your sentence allows, use the author(s) name, year of publication, indent the quotation and place the page number of the quotation, at the end:

As Crystal (2006) points out:

Learning vocabulary is always a matter of building up fields of words. And we do that by comparing words with other words. That is how parents teach children.
(Crystal, 2006, p29)

Quotations must be obtained through your own studies and research. Copying quotations used by another candidate will result in penalties being applied.

Paraphrasing

Paraphrasing is where you encapsulate another person’s original idea, argument or conclusion in your own words. It is still necessary to attribute those ideas to the author, and you can do this by using the formatting outlined above for direct quotations, taking care to include the author’s surname and the year of publication.

If and when you paraphrase, it is important to exercise care when altering the words or order of words. Doing so may unintentionally distort the original author’s meaning.

“There are several methods you can adopt. Try them all a few times. You’ll soon find out which ones work best for you.

1. Read small sections of your notes or the text you are studying (say a paragraph at a time). Cover your notes and then write the section in your own words
2. For every sentence of text you want to paraphrase write two of your own. Remember it often helps if you identify the main idea then give an example of your own and then explain how your example fits with the main idea.

3. Take a small section (again say a paragraph). Write down the key words. Cover the original and then use the key words to help you write a paragraph in your own words. Don't change any technical words, numbers or mathematical or scientific formulae. However feel free to change the everyday words to those of your own.
4. Remember to include a reference to the person who first wrote what you have paraphrased.

If you can't paraphrase the source then you may need to think about putting the idea in as a quotation."

(Using sources. A guide for students: Find it – Check it – Credit it, p16–17. Ofqual, 2010.)

Referencing

How to reference your material in your assignment

When writing your assignment, you must acknowledge other people's ideas and work.

You can do this in the following ways:

1. Incorporate a reference within the assignment itself, for example:

Foss, B & Stone, M (2002) said that increasing sophistication in telephone and Web management allows providers to differentiate the service provided to customers, such as shorter waiting times for higher-value customers.

2. Quote from a book or paper by putting the comment in "..." and cite the page as well as the author and date, for example:

"As banks become more sophisticated in telephone and web management of customers, they will be able to deliver a more varied segment management to the market, starting with the issuing of different numbers to different customer groups and delivery of different point-of-contact service. A simple example might be a longer waiting time for mass-market customers who call very rarely." (Foss et al, 2002, p209)

Whatever references you use, ensure that you include a full and complete list of them at the end of your assignment as a reference list. If you have used information from the internet, list the web page and the date it was accessed.

The references should be in alphabetical order and written as follows:

Books:

Foss, B & Stone, M (2002) CRM in financial services Kogan Page Ltd.

Edited books:

Flynn, R (2006) Counter-terrorism Risk Management. In D.Hillson (Ed) The Risk Management Universe – A Guided Tour BSI Business Information.

Journals and Reports:

Porter, M. E. (1996) "What is strategy?" Harvard Business Review, November–December, pp61–78.

Internet sites:

Chartered Insurance Institute, Code of Ethics
Source: <http://www.cii.co.uk/code> [accessed 31 October 2012]